

**RICHLAND COUNTY COMMUNITY & GOVERNMENT SERVICES
OFFICE OF SMALL BUSINESS OPPORTUNITY**

2000 Hampton Street, Suite 3014
Columbia, SC 29204



OSBO
Manager's Report

April 23

2018

TPAC Report



1. Executive Summary:

This report is submitted pursuant to Ordinance (s) 049-13HR and 058-16HR to ensure that the OSBO team provides support to the County to ensure that the SLBE has equal opportunity to participate in County contracts for all six (6) Industry Categories.

Primary Industry Category					
Construction Services	Professional Services	Non-Professional Services	Engineering Services	Architectural Services	Wholesale Operations

2. Purpose:

The purpose of this report is to managing the ongoing requirements of the Ordinance(s), improving and creating new Standard Operating Procedures (SOPs), and managing payment and PDT compliance.

Contemporary Problem Statement:

A need for (1) Business Development expansion for the Small Local Business Enterprise (SLBE) community, and (2) an on-going corrective action plan for Project Development Team, (PDT) SLBE Participation Compliance.

3. Office of the Small Business Opportunity Cross Functional Team

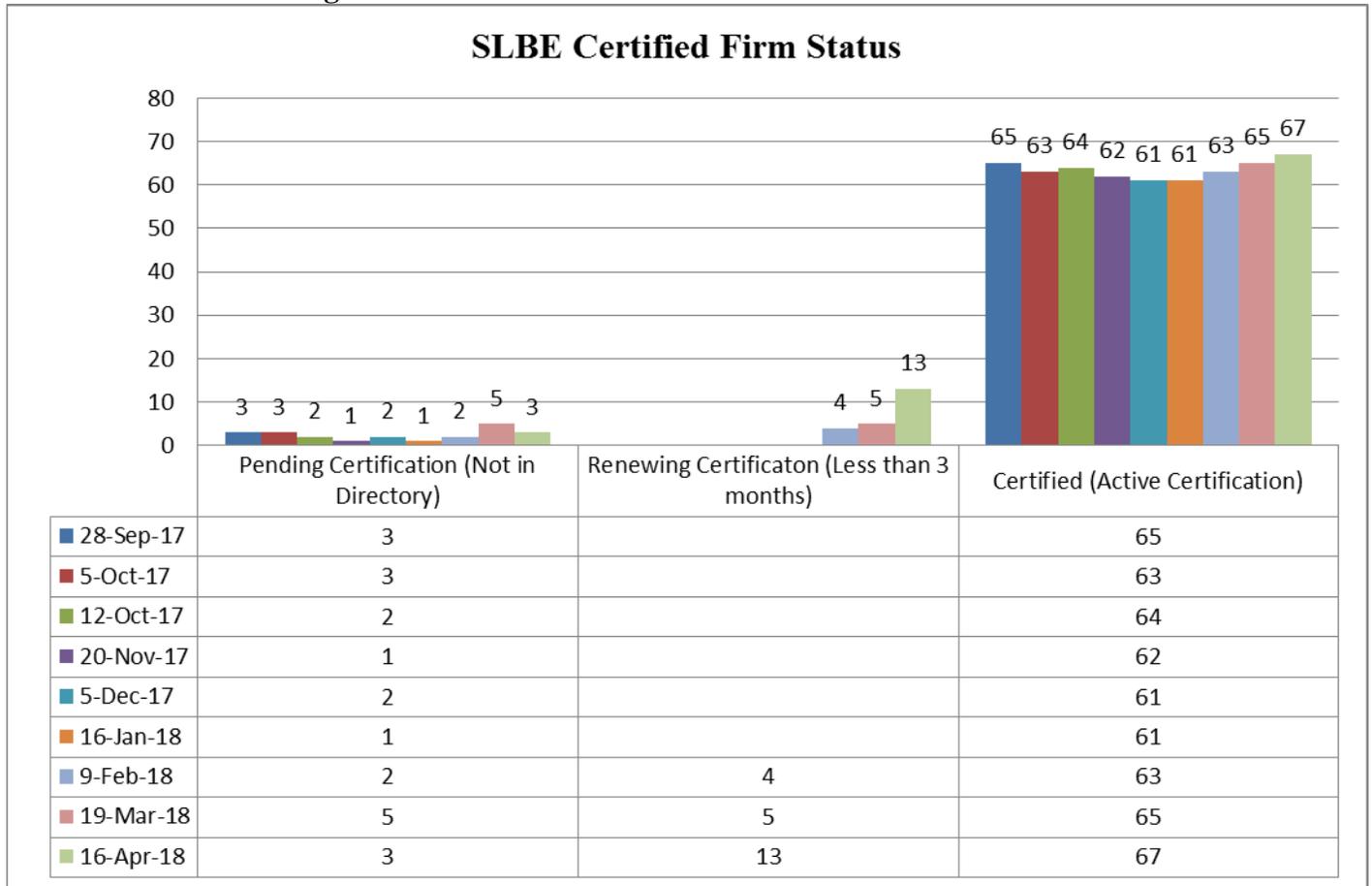
Team Matrix		
Name	Department	Title
<i>Dr. Jamelle Ellis</i>	<i>CGS/OSBO</i>	<i>Director serving as an Advisor</i>
<i>Dr. John Thompson</i>	<i>Transportation</i>	<i>Director serving as an Advisor</i>
Angela McCallum	OSBO	Manager
Michelle Rosenthal	OSBO	Business Development Coordinator
Melissa Watts	OSBO	Financial Resources Coordinator
Cheryl Cook	OSBO	Certification & Compliance Specialist
Jennifer Wladischkin	Procurement	Assistant Director of Procurement
Yolanda Davis	Procurement	Contract Specialist
Tony Edwards	Transportation	Acting Director of Transportation
Alicia Pearson	Transportation	Senior Accountant
Nathaniel Miller	Transportation	Contract & Budget Manager

4. Goal Setting Committee (GSC)

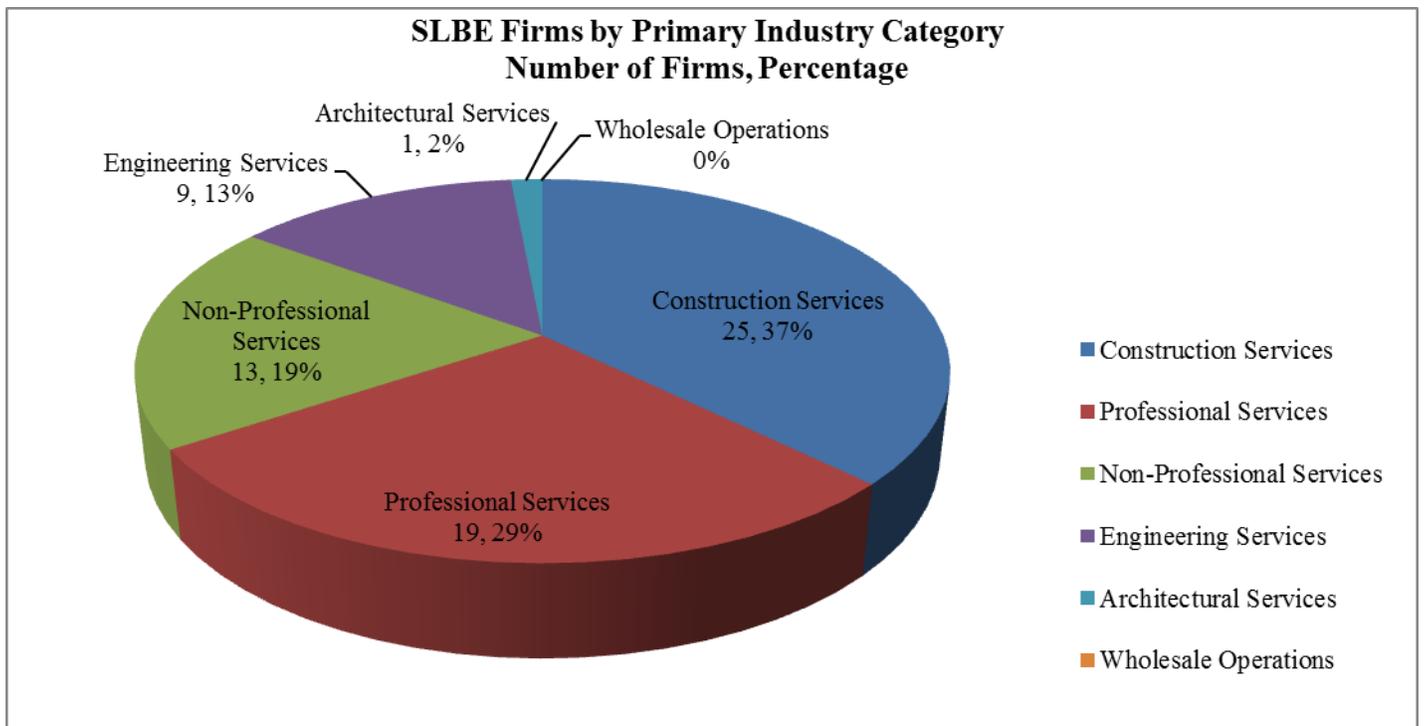
Team Matrix		
Name	Department	Title
Angela McCallum	OSBO	Manager of OSBO
Ross Tilton	PDT	Program Administrator
Melissa Watts	OSBO	Financial Resources Coordinator
Cheryl Cook	OSBO	Certification & Compliance Specialist
Jennifer Wladischkin	Procurement	Assistant Director of Procurement
Gerald Walker	PDT	Estimator

5. Analysis:

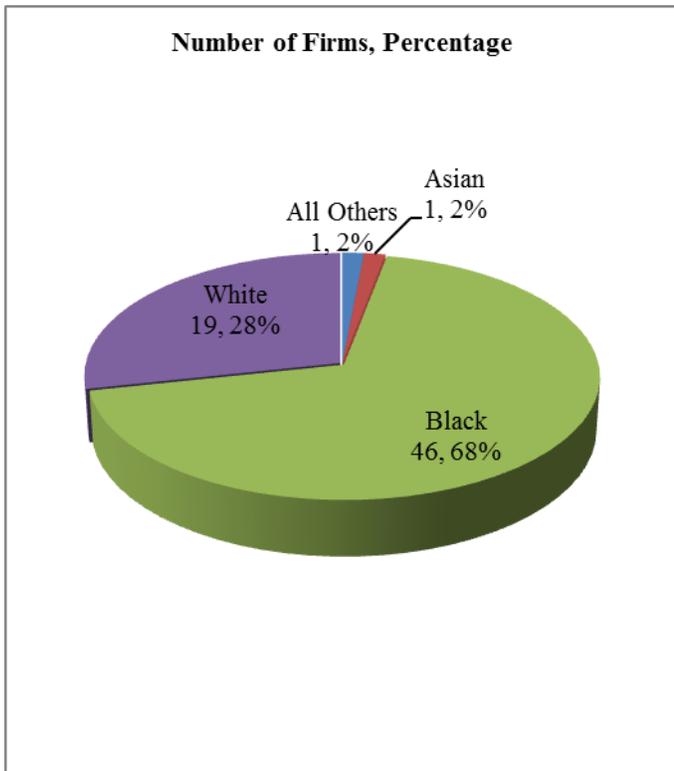
SLBE Certification Program Overview



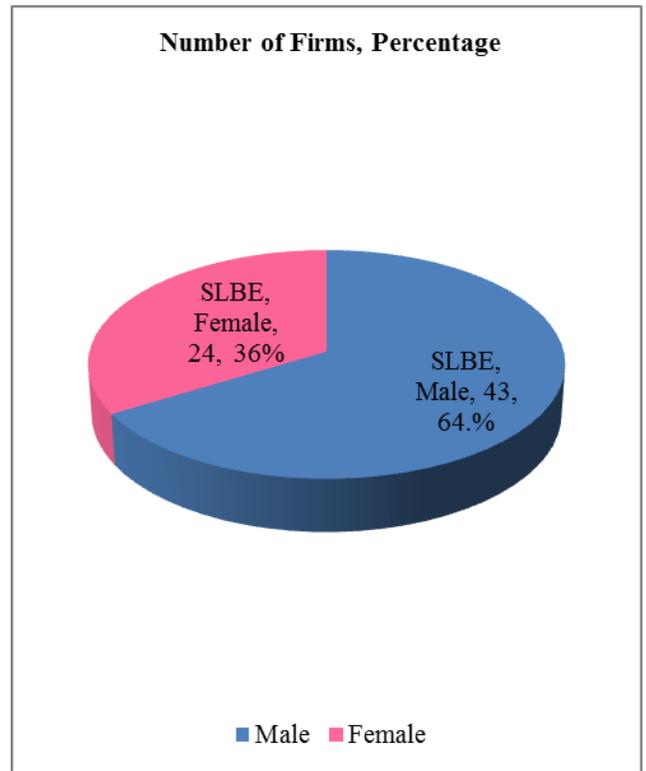
Industry Categories



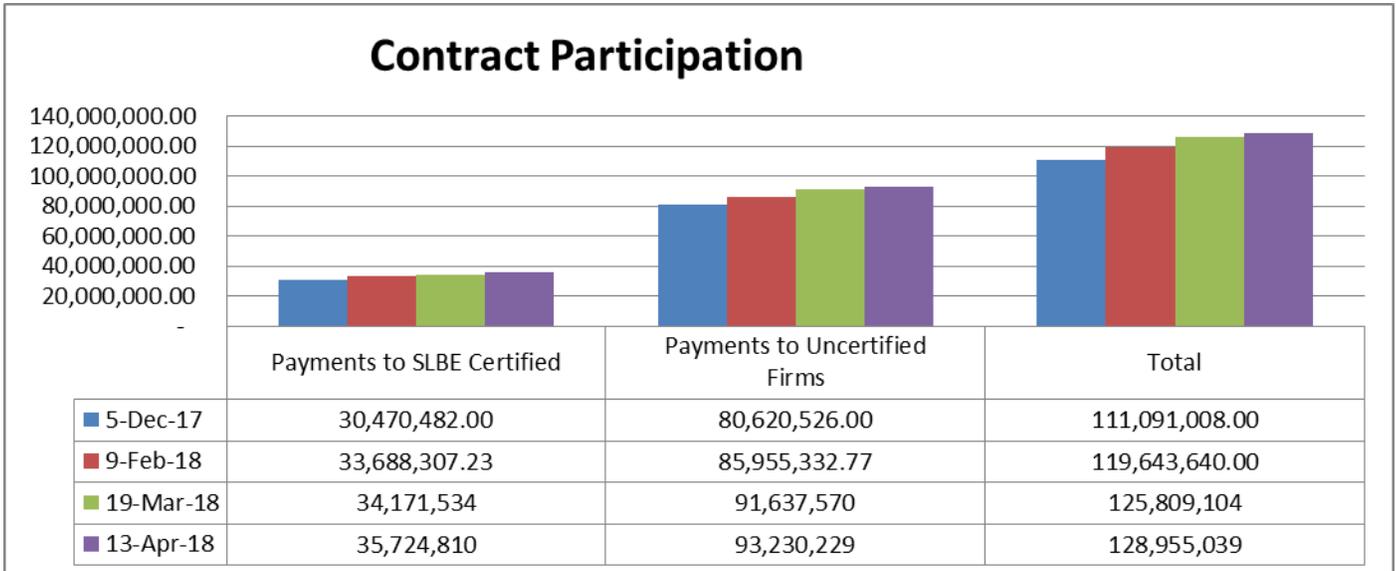
SLBE Certification by Ethnicity



SLBE Certification by Gender



Contract Participation: January 1, 2012-April 16, 2018*

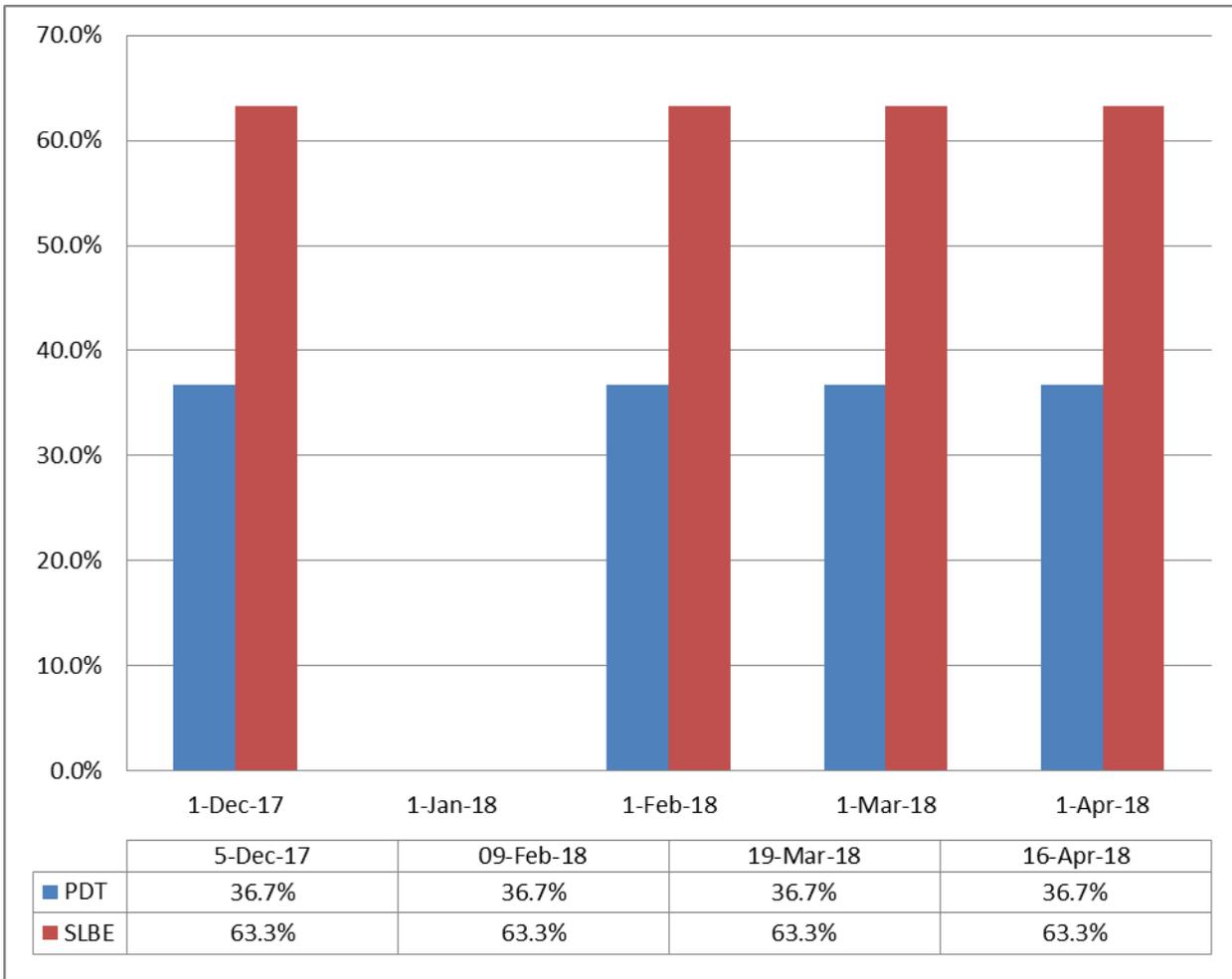


* Payments to Uncertified Firms - Include Prime contractors

* Includes a total of 68 contracts - open (44) and closed (24)

Contract Participation:

PDT SLBE Participation Goal*



* Overall PDT contract SLBE utilization goal is 51%

6. Manager’s Assessment resulted in the following Action:

- **Managerial Focus**

- i. Established Business Development Academy
- ii. Facilitating OSBO Office Standard Operating Procedures
- iii. Managing reconciled undocumented payments for all certified SLBEs
- iv. Facilitating increase in County wide SLBE utilization in County wide contracts
 - OSBO staff is collaborating with RC Directors to identify current vendors to become certified SLBEs
- v. Outlined PDT SLBE Contractual Compliance
 - PDT SLBE Participation Update and Payment Invoices
- vi. OSBO Support Richland County Renaissance Start Center

- **Business Development**

- i. OSBO Website Highlights
- ii. Highlighted Articles
 - Richland County Renaissance, Community Meeting/Start Center at Haverty’s Store
 - Firm’s Featured Stories
 - Tranquil Landscape Creations, LLC, District 3
 - ForeSight Communications, LLC - District 4
- iii. Participated in 2018 City of Columbia Minority Business Opportunity Conference, April 4th.
- iv. Participated in SC Association of Governmental Purchasing Officials Trade Show, April 19th.
- v. Conducted a door-to-door Outreach in 3021 McNaughton Dr., Business District
- vi. [Developing Partnership with South Carolina Business One Stop \(SCBOS\)](#).

- RC Government Office of Small Business Opportunity Academy Workshop, website, [Workshops & Events](#)

INTERNAL TECHNICAL WORKSHOPS	DATE
Contract Compliance Payment Reporting	Feb 8
Surveyor and Blue Print	Mar 28
Insurance and Bond Requirements	Apr 18
Relationship Between Prime & Subcontractor (Bid -Awards)	May 16
Dirt Roads, Clearing, storm drain, paving, grading road, etc.	Jun 20
Pavement (Striping and Signage)	Jul 18
Improvement Projects (Sidewalks and Bookkeeping)	Aug 15
Hauling (Resurfacing)	Sep 19
Concrete & Masonry	Oct 17
Safety	Nov 21
Traffic Control	Dec 19

INTERNAL ADMINISTRATIVE WORKSHOPS	DATE
Understanding the Richland County Ordinance	Jan 17
Contract Compliance Payments	Feb 8
Small Business Compliance and Legal Issues	Mar 22
Cash Flow	Apr 10
Why Get Certified	May 15
Ordinance Overview	June 20
Workman’s Compensation and Insurance	July 18
Marketing 101	Aug 13
Small Business License Requirement	Sep 19
Small Business within the Renaissance	Oct 17
Richland County Procurement Process	Nov 7
Funding Resources for Small Businesses	Dec 19

Financial Resources Coordinator

- **Projects Completed**
 - i. Participated in the City of Columbia Minority Business Opportunity Conference on April 4th
 - ii. Developed SLBE utilization goal for upcoming Penny Tax Candlewood Neighborhood Improvement Project Phase III
 - iii. Hosted Cash Flow workshop, presented by Earl Gregorich, Small Business Development Center (SBDC) for the SLBE community on April 10
 - iv. Reconciled multiple undocumented payments (time and month information is pulled)
 - Number of payments due to prime, 15
 - Number of payments not reported by prime to SLBE, 25
 - Number of payments not confirmed by subcontractors, 6

- **Projects On-going**
 - i. Established drill down NAICS codes for each certified business to ensure goal setting accuracy
 - ii. Develop an annual goal for county wide and Penny Tax specific contracts
 - iii. OSBO Lead in planning and implementing the Small Business Symposium for May 2018
 - iv. Supporting role of collaborating with IT, Certification and Compliance Specialist and Business Development Coordinator to implement Webinar, On Base storage document software, and real-time SLBE Directory

- **Certification & Compliance**
 - i. Completed four (4) new certifications and three (3) pending
 - ii. Sent letters to thirteen (13) certified firms informing them that their certification will be expiring in the next 30 to 60 days
 - iii. Meeting with Richland County Directors to discuss certification and how they can maximize their procurement needs by utilizing Richland County local small businesses through the SLBE program. Met with ten (10) and six (6) pending.
 - iv. Scheduled B2GNow webinar training for Richland County Public Library (RCPL) Staff to collaborate SLBE certification efforts; training date April 30, 2018 at 10:00AM at RCPL
 - v. Collaborated with IT to streamline the SLBE Directory and On Base document storage software

- **Incentives for Certification**
 - i. Use Renaissance project as main strategy to increase SLBE County Certifications
 - Participated in the City of Columbia Minority Business Opportunity Conference Trade Show, April 4th
 - Participated in the SC Associate of Governmental Purchasing Officials, April 19th
 - Implementing a Small Business Expo for Fall 2018